

7 September 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Before-and-After-Hours-Language Training Program

The Before-and-After-Hours-Language Training Program (BAHLT) will begin its fifth year on Monday, 10 September. To date 80 employees are enrolled in classes in French, Spanish, German, and Russian. The enrollment is down from 120 students last year; the drop may be countered by the increase in the number of employees participating in the part-time, daytime language program at Headquarters.

B. The President's Commission on Personnel Interchange

The President's Commission on Personnel Interchange has confirmed that one of our nominees, [redacted], OC, has been selected for the President's Executive Interchange Program and will work for [redacted] STATINTL
[redacted] his one-year assignment will begin about 10 October 1973. Our second nominee, [redacted] STAT
O/PPB, has been accepted by the Commission but is encountering difficulties in being assigned because of his field of specialty (finance) and salary requirements. STATINTL

II. Upcoming Developments

A. Information Science Training Program

The calendar is beginning to run out on the alterations and equipment installations for the ISTP in Chamber of Commerce Building. A full class of 40 students is scheduled to start our first course on Monday, 17 September, and there is still considerable work to be completed in the unclassified terminal area that is essential to this program.

B. The Off-Campus Program

OTR's Education Committee has completed the initial screening of prospective instructors for the Off-Campus Program; the recommended applications have been delivered to the University of Virginia for final approval. An Employee Bulletin will be published during the week of 10 September detailing registration, which is to take place on 25 September, and information on the 22 courses which are scheduled to start the first week in October. Classrooms have been reserved in Headquarters and the Chamber of Commerce Building.

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Director of Training